



CALIFORNIA UNEMPLOYMENT INSURANCE APPEALS BOARD

JOB OPPORTUNITY

Date Posted:

December 9, 2011

Position Action #:

1112-141G6

Position:

Management Services Technician

Tenure, Time Base:

Permanent, Full time

Salary Range:

\$2495 - \$3034 Range A

\$2817 - \$3426 Range B

Contact:

Linda Calvillo (916) 263-6706

Location:

Sacramento Office of Appeals
2400 Venture Oaks Way, Suite 100
Sacramento, CA 95833

Final Filing Date:

December 16, 2011

A Freeze Exemption has been approved for this position.

POSITION DESCRIPTION:

Under general supervision of the Legal Support Supervisor I, the Management Services Technician performs a variety of functions, including the analysis of complex and sensitive cases. The position requires a high degree of initiative, independence and originality involving a wide variety of responsibilities, involving thorough knowledge of the appeals process and the Employment Development Department (EDD) procedure.

FUNCTIONS:

- Analyze a wide variety of complex and sensitive cases to include Tax, Trade Disputes, Disability Insurance, Unemployment Insurance, Ruling, Training Extension, multiple claimant cases and Remanded cases.
- Review each case to determine type, issues, validity, and timeliness. This function requires the ability to make independent judgment determinations when reviewing and/or processing case files associated with multiple department programs.
- Detailed knowledge of such programs is essential so that processing can be done in cases where guidelines are unclear; must have working knowledge of the California Code of Regulations and the California Unemployment Insurance Code.
- With minimal day-to-day supervision, incumbent acts as expert staff resources responsible for consultation in all complex program areas.
- Determine accuracy of incoming cases and make computer changes needed to facilitate a timely scheduling of those cases.
- Focus on relevant issues i.e., employer representatives, location of parties, appeal date, special notes, the availability of parties, subpoena requests and appealable issues.
- Recognize the need to communicate verbally or in writing with parties regarding: postponements, telephone hearings, schedule changes and legal documents such as subpoenas after a judicial review and take appropriate action.
- Act as a resource person for all EDD contacts regarding questions that arise during the initial verification process.
- Print calendar cards, file case folders daily and mail hearing notices.
- Assist in training new employees and remain current with regulations changes.
- Perform other duties as required.

WHO SHOULD APPLY:

- Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a current employment list, or former state employees with reinstatement eligibility. SROA/SURPLUS candidates will be given priority.
- SROA and surplus candidates should attach “surplus letters” to their application. Failure to do so may result in your application not being considered.

Submit a Std. 678 State Application to:**CUIAB, Administrative Services/Personnel Section**

ATTN: Srey Touch, Personnel Technician
2400 Venture Oaks Way, Suite 400
Sacramento, CA 95833

PLEASE NOTE:

- **Please write Position Action # “1112-141G6” on your application and indicate the basis of your eligibility in the job title section. Candidates whose eligibility is based on an employment list should submit a copy of their examination results. Applications without this information may be rejected.**